



## **HINGHAM AFFORDABLE HOUSING TRUST**

**DATE:** Wednesday, January 25, 2023

**TIME:** 7:00 pm

**PLACE:** Remote Meeting via Zoom

**Trust Members Present:** Jack Falvey, Chair  
Pamela Bates  
Elizabeth Cullen  
Brigid Ryan  
Randy Winters

**Trust Members Absent:** Liz Klein, Greg Waxman

**Staff Present:** Jennifer Oram, Zoning Board of Appeals  
Eleanor MacKay, Land Use & Development

### **Call to Order**

At 7:04 pm, Chair Falvey called the meeting to order, read the Open Meeting Law statement, and asked whether anyone is recording the meeting. No response. The Town of Hingham is recording the meeting.

### **Minutes Approval** – December 14, 2022

**MOTION:** **P. Bates moved to approve the minutes with proposed edits for December 14, 2022.**

**SECONDED:** P. Bates

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

### **Treasurer's Report** - December 2022

Spending was relatively low this month and the Trust balance relatively high.

29-31 Rhodes Circle heating bill is significantly reduced compared to last year due to:

- MassSave insulated the home.
- The new heating system is in.
- Members congratulated Ms. MacKay and Ms. Oram for making changes to reduce energy consumption.

**MOTION:** **B. Ryan moved to approve the December 2022 Treasurer's Report.**

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

### **Staff Update**

- **Project Updates on All projects – Jennifer Oram & Eleanor MacKay**  
Members discussed criteria for selecting a lottery agent.

29-31 Rhodes Circle

- DHCD has confirmed our LAU application is in Legal review.
- Final stage is to approve application or request further edits before beginning lottery process.
- Q2 expect 60 day lottery process to select applicants and transfer property ownership.
- IFB invitation to bid - Town Administrator waived the building permit fee.
- There will be a more succinct process so the Trust will need to make a case to waive future fees.

### 270 Central Street

- Quotes to select the lottery agent have been received.
- Construction will begin in February and complete in August in parallel with LAU application to DHCD.
- Select Board does not need to sign off on construction.
  - They will vote to eliminate the permit fees, then vote on selling and acquisition of the property.
- The property deed is complex as it is in the name of Habitat for Humanity.
  - Deed will need to be rescinded and a new deed created. Enlist Town Counsel within 2 weeks.
- IFB invitation to bid - Town Administrator waived the building permit fee.
  - There will be a more succinct process. The Trust will need to make a case to waive future fees.
- Seven contractor bids under \$250,000 were received. The Trust anticipated bids at \$270,000.
  - Mark Coughlin worked with low bidder, Zander Corp. several times and knew the references.

### 23 Ridgewood Crossing

- We will begin the LAU application to DHCD while construction is ongoing.
- Quotes have been received to select the lottery agent.
- Five construction bids were received ranging from \$223,000-\$380,000.

### 499 Cushing Street

- We are starting to develop ideas for what the Trust could do with this parcel.
- **Lincoln School – Elizabeth Cullen, Eleanor MacKay and Jennifer Oram**
  - New ground lease terms are in place with specific rules for the calendar year budget process.
  - Residents are happy with new windows but there are continuing problems that seem inevitable with replacing windows in an old building.
    - Windows are installed in all units.
    - Installation of windows in the entryways is in process.
    - During window installation, 6 units were discovered to have leaks. Investigating the cause.
    - Contingency Funds have been used for change orders to repoint 450 linear feet to mitigate leaks.
    - Ms. Oram and Ms. MacKay meet weekly with on-site management and LBM Chair.
      - The window installation contractor is very responsive to identify and correct the issues.
      - CNA (Capital Needs Assessment, done every 5 years) was done on the property last year.
      - There are Reserve Funds for the repointing project which will go out to bid.
    - Chair Falvey suggested inviting Chair of Lincoln BOM to a future meeting to talk through upcoming priorities under the CNA.

### ➤ **Tax Title Properties**

- Staff provided a summary of certain properties owned by the Town as a result of tax title forfeitures.
- Staff used Town maps to identify wetlands, bogs or streams in relation to the properties as well as zoning, historic district, acreage, and frontage.
- There are 5 that the Trust could consider which are not wet. Pam Bates volunteered to join staff for certain site visits.
- If the Trust determines interest in a property, would need to meet with the Board of Health to understand the perc rate and involve an engineer to see if they are suitable.
- Annual tax title process is handled by the Treasurer Collector. Members discussed potential issues with the five identified properties. The goal is to find properties that require fewest zoning variances.

### ➤ **Communications Update**

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- Over the next 45-60 days, revise HAHT slide decks to enable Trust to start doing some community outreach to develop a constituency in support of affordable housing.

### **Chairperson's Update**

#### **➤ CPC Funding Recommendations**

- We applied for \$700,000. Some applications did not qualify, so CPC had additional funding available. CPC is recommending 5% in excess of our request, for total of \$735,000.
- In January, HAHT financial update to CPC so as to be transparent in how funds are being spent or not spent.
- HAHT funds on hand as well as revenues from expected sales need to last 18 months through June 30, 2024. If the Trust did not receive CPC funds, we would anticipate having only enough funds to purchase one property. By Q2 2024, without grant funding, the Trust's balance would not be enough to purchase one house. That was the rationale for the \$700,000 request.
- CPC said HAHT financial reports were helpful in understanding anticipated HAHT finances.

#### **➤ ADU Study Committee / Planning Board – Update**

- Public hearings kick off this week to consider the ADU Study Committee's recommendation to expand availability of ADUs to rent to non-family members and non-caregivers.
- The Trust is working with the Unity Council to assure strong turnout for public hearings with Town leaders willing to speak up on behalf of the recommendation.
- We plan to have HAHT members present concerning town data on affordability of small rental properties.
  - There was discussion about how to provide data that ADUs will result in affordable housing or provide opportunities for older Hingham residents to age in place.
  - HAHT will document the effort to try to gather the data from peer towns.
  - Ms. Ryan mentioned that Urban Land Institute and AccessoryDwellings.org have research on ADUs as affordable.
  - Ms. Bates discussed affordability of MLS listings for dwellings under 1,000 square feet. Of 17 such listings in Hingham, 9 could qualify as affordable with occupancy of 1-3 persons. Obviously the small number of such units on the market indicate there is unmet need.
- Members discussed potential unintended consequences seen by the Planning Board to making the bylaw change. Their questions are posted on their website.
- Members discussed present restrictions in place for ADUs.
  - Annual recertification to identify people living in ADUs are there for permitted purpose.
  - ADU cap is 156 units whether or not detached units with or without familial restriction.
  - There is a septic cap for the number of occupants.
- The reality is only 2-3 ADUs are applied for and approved each year.
- Having more ADUs won't create affordable housing rapidly, but at a more incremental rate.

### **Property Acquisition Opportunities**

- There was no news to report on the status of the real estate market.

### **Trustee Comments/Updates** - None

### **Votes Needed by the Trust**

- **Vote to approve payment to FRI Environmental for visual review of asbestos abatement at**

**29-31 Rhodes Circle**

**MOTION:** B. Ryan moved to approve payment of \$395 to FRI Environmental for visual review of asbestos abatement at 29-31 Rhodes Circle.

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

➤ **Vote to approve Lottery agent for 270 Central Street**

**MOTION:** P. Bates moved to approve the proposal from and payment of \$1,000 to LA Associates, Inc. as Lottery agent for 270 Central Street.

**SECONDED:** B. Ryan

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

➤ **Vote to approve Lottery agent for 23 Ridgewood Crossing**

**MOTION:** B. Ryan moved to approve the proposal from and payment of \$1,000 to LA Associates, Inc. as Lottery agent for 23 Ridgewood Crossing.

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

➤ **Vote to approve required advertising for IFB at 23 Ridgewood Crossing**

**MOTION:** B. Ryan moved to approve payment to LocaliQ New England in the amount of \$278.85 for Order # 8036183 for required advertising for Invitation for Bid at 23 Ridgewood Crossing.

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

➤ **Vote to approve required advertising for IFB at 270 Central Street**

**MOTION:** B. Ryan moved to approve payment to LocaliQ New England in the amount of \$248.43 for Order # 8053834 for required advertising for the Invitation for Bid at 270 Central Street.

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

➤ **Vote to approve Contractor for renovation at 270 Central Street and to authorize the Chair to sign the contract.**

**MOTION:** B. Ryan moved to approve Zander Corporation as the Contractor for renovation at 270 Central Street for \$223,000 and to authorize the Chair to sign any documents required to proceed with awarding the contract.

**SECONDED:** L. Cullen

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

- **Vote to approve plumbing repair and associated cabinetry access at 499 Cushing Street**

**MOTION:** P. Bates moved to approve the quote from Jay Marcella Plumbing and Heating for repairs not to exceed \$1,220 at 499 Cushing Street.

**SECONDED:** R. Winters

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

### Administration

- Next Meeting – February 22, 2023

**Matters not anticipated by the Chair within 48 hours of the meeting** - None

### Adjournment

**MOTION:** P. Bates moved to adjourn the meeting at 8:47 pm.

**SECONDED:** B. Ryan

**ROLL CALL VOTE:** P. Bates, aye; L. Cullen, aye; J. Falvey, aye; B. Ryan, aye; R. Winters, aye

**5-0 MOTION CARRIES**

Respectfully submitted,

Dale Michaud  
Recording Secretary

**A complete meeting packet of documents used for this meeting can be found at the following link:**

<https://www.hingham-ma.gov/960/HAHT-Meeting-Documents>

- Agenda 1/25/23
- Minutes of 12/14/22
- HAHT Monthly Treasurer Report - December 2022
- HAHT Treasurer Report by FY December 2022
- Tax Title Land
- FLI Environmental
- Local IQ
- Zander Corporation Contract for 270 Central St.
- 499 Millwork Quote
- HAHT Monthly Development Sources 23 Ridgewood Crossing
- HAHT Monthly Development Sources 270 Central Street
- HAHT Monthly Development Sources 499 Cushing Street
- HAHT Monthly Development Sources 29-31 Rhodes Circle
- HAHT Project Calendar - January 2023
- Lottery Agent - 270 Central
- Lottery Agent - 23 Ridgewood Crossing
- 499 Cushing Plumbing Quote